

# TOWN OF NORTH HAVEN PERSONNEL REQUISITION

**To Requisitioner:** The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: September 9, 2015

Closing Date: When filled.

FROM: DIRECTOR OF FINANCE/ADMINISTRATION

DEPARTMENT: FINANCE-TAX OFFICE

## I. DESCRIPTION OF NEED

| DATE NEEDED | NUMBER OF EMPLOYEES | JOB TITLE    | JOB CLASSIFICATION NUMBER | HIRING SALARY RANGE | JOB SALARY RANGE  |
|-------------|---------------------|--------------|---------------------------|---------------------|-------------------|
| ASAP        | 1                   | Senior Clerk | 4                         | \$12.00 -\$16.00    | \$12.00 - \$16.00 |

PERMANENT: Yes    TEMPORARY:    If Temporary, for how long? N/A    WHICH SHIFT? Days

FULL TIME: No    HOURS:    PART TIME: Yes    If part time, what hours or days?

## II. REASON FOR NEED

REPLACEMENT: Yes ☒ No

ADDITION: Yes    No ☒ If yes, state funding.

If yes, person(s) to be replaced. R. Torrenti

## III. REQUIREMENTS

EDUCATION: GRADE SCHOOL    HIGH SCHOOL ☒    COLLEGE    COMMERCIAL    OTHER

EXPERIENCE:

Considerable experience in the posting of accounts as well as handling cash receipts in a high volume environment. **Prior cash handling experience a must.** Considerable experience in dealing with the public in a courteous and expeditious manner. Must be bondable. Ability to use electronic receipting terminals and common office equipment. Typing and filing are essential. Municipal experience a plus. Position is principally oriented toward the posting of accounts. Individual selected will be responsible to relieve other office personnel on terminals and telephones and work the Town switchboard during peak periods.

APPROVED BY: \_\_\_\_\_SEL

\_\_\_\_\_DF/A